

Comenius University in Bratislava
Faculty of Social and Economic Sciences
Internal Regulations

Internal Regulation no. 7/2019

**Statute of the Board of Quality of the Faculty of Social and
Economic Sciences of Comenius University in Bratislava**



2019

Art. 1

Preliminary Provisions

- (1) The Board of Quality of the Faculty of Social and Economic Sciences of Comenius University in Bratislava (hereinafter FSES CU BoQ) is an advisory board to the Dean of the Faculty. It is responsible for the provision, implementation and evaluation of the Faculty's internal system for higher education provision, teaching, basic and applied scientific research and quality management at the Faculty of Social and Economic Sciences of Comenius University in Bratislava (hereinafter FSES CU) pursuant to Act no. 269/2018 Coll on the Quality Assurance of Higher Education Provision as amended and supplemented and pursuant to the Comenius University in Bratislava Rector's Directive – Rules on the Quality Assurance of Higher Education Provision at Comenius University in Bratislava. (Internal Regulation no. 15/2014).

Art. 2

Scope of the FSES CU Board of Quality

- (1) The main mission of the FSES CU BoQ is to create, supervise the implementation of and regular assessment of the outputs of the internal system of teaching, science and research and management at the Faculty of Social and Economic Sciences at CU and its centres and to submit recommendations for quality improvement, enhance the importance of quality and quality assurance and assessments of the work undertaken by FSES CU.
- (2) The primary task of the FSES CU BoQ is to ensure the outputs of the internal quality assurance process at FSES CU are implemented and assessed and that these outputs are reflected in realistic recommendations and to monitor implementation of the recommendations. The internal quality assurance system at CU FSES reflects the conditions, characteristics and responsibilities of the different parts of the Faculty and is regulated by the relevant laws and CU internal regulations.
- (3) The following form part of the remit of the FSES CU BoQ:
 - a. To evaluate the implementation of the internal quality system at FSES CU in accordance with the schedule drafted by the FSES CU BoQ. Through its resolutions the FSES CU BoQ submits recommendations to the Dean for conceptual, preventive and corrective actions relating to the provision, implementation, assessment and improvement of the FSES CU internal quality system consistent with the strategy for the various different areas (pillars): teaching, scientific research and internal management processes;
 - b. To convey suggestions and tasks from the CU Board of Quality to FSES CU, to tackle and implement at the Faculty level suggestions made at the university level;
 - c. To check that all the activities that form part of guaranteeing quality at FSES CU and its constituent parts are performed effectively and are up-to-date;

- d. To collect and evaluate information on the findings of quality assessments at FSES CU. The FSES CU BoQ prepares and provides information and oversees quality assurance and assessments at FSES CU via the Faculty and CU advisory, governing and other bodies, and information as requested by the Dean.
- (4) The activities of the FSES CU BoQ are performed in accordance with this Statute and the schedule for the provision and implementation of the internal quality system at FSES CU.
- (5) The activities of the FSES CU BoQ are directed by the Chair who is a member of the academic faculty. The Chair is responsible for the schedule for the provision, implementation and maintenance of the Faculty's internal quality system.
- (6) The administrative affairs of the FSES CU BoQ are performed by the Secretary who is appointed from among the academic faculty by the Dean of FSES CU.

Art. 3

Members of the FSES CU Board of Quality

- (1) The members of the FSES CU BoQ are representatives of the FSES CU centres and student representatives.
- (2) Through their work the members of the FSES CU BoQ represent and have oversight of the three pillars of the internal quality system – teaching, academic activities and science and research, teaching and internal management processes.
- (3) The members of the FSES CU BoQ are appointed and dismissed by the Faculty Dean. Representatives of the centres and constituent parts of FSES CU are appointed by the Faculty Dean on the recommendations of the Faculty management. Student representatives are appointed by the Dean on the recommendation of the student component of the FSES CU Academic Senate.

Art. 4

Sessions of the FSES CU Board of Quality

- (1) FSES CU BoQ sessions are convened at least twice a year by the Chair or an FSES CU BoQ member authorised by the Dean to do so consistent with the schedule or according to need and circumstance.
- (2) The Chair must convene a meeting within 7 days should at least a third of the members of the FSES CU BoQ or the Dean of FSES CU request one. In the event the Chair does not convene the meeting, the Dean does.

- (3) A quorum is achieved if at least two-thirds of the members of the FSES CU BoQ are present. For a ruling to be valid it must be passed by an absolute majority of the FSES CU BoQ members present.
- (4) Decisions are taken by a vote by the members of the FSES CU BoQ. Decisions take effect on the day they are approved by the Dean of FSES CU. Decisions approved by the FSES CU BoQ are binding on all academic members and staff at FSES CU. Sessions are held in accordance with the FSES CU BoQ Rules of Procedure.

Art. 5

Concluding Provisions

- (1) Amendments and addenda to this Statute of the Board of Quality are proposed, discussed and approved by the FSES CU BoQ. This Statute of the Board of Quality was approved by the FSES CU BoQ on 29.10.2019.
- (2) These Rules of Procedure rules take effect on 04.11.2019.
- (3) This Statute of the Board of Quality is published on the FSES CU website www.fses.uniba.sk.

Bratislava, 4 November 2019

doc. JUDr. PhDr. Lucia Mokrá, PhD, m.p.

Dean of FSES CU